



Job Opportunity

State Controller's Office

Position: Office Technician (Typing)
Salary Range: \$2258 - \$2745

Statewide

Location: Executive Office
300 Capitol Mall, Suite 1850, Sacramento, CA 95814

Issue Date: February 1, 2000

Final Filing Date: Until Filled

Contact/Telephone:
Gilda Munoz-Carpenter, (916) 324-1506

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-1139-004

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direction provided by an Administrative Assistant I, perform a variety of administrative support duties such as responding to constituent inquiries, use a variety of complex software applications to type documents and correspondence, sort mail, and maintain attendance records. Efficiently operate a multi-line telephone system. Must possess excellent communication skills.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Screen incoming telephone calls/inquiries to the Executive Office; answer inquiries or refer to the appropriate resource specialist or executive staff.
- Use good judgement in providing factual information in response to public inquiries.
- Prepare correspondence for executive staff, which involves research and collection of data and extraction of pertinent information.
- Review correspondence for format, clerical errors, grammatical construction, and conformity with guidelines.
- Develop and maintain an instruction desk manual for the duties and responsibilities of the receptionist positions.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Executive Office

300 Capitol Mall, Suite 1850

Sacramento, CA 95814

Attn: Gilda Munoz-Carpenter